



## DEPARTMENT OF THE NAVY

COMMANDER  
NAVY REGION, MID-ATLANTIC  
6506 HAMPTON BLVD.  
NORFOLK, VA 23508-1273

IN REPLY REFER TO:

COMNAVREG MIDLANT  
STAFFINST 3120.2  
N02  
06 JUN 2002

### COMNAVREG MIDLANT STAFF INSTRUCTION 3120.2

Subj: MID-ATLANTIC REGIONAL STAFF STANDARD ORGANIZATION  
AND REGULATION MANUAL

Ref: (a) U.S. Navy Regulations  
(b) OPNAVINST 3120.32 Series  
(c) CINCLANTFLTINST 5400.2 (CINCLANTFLT Regulations)  
(d) CINCLANTFLTINST 5450.95 Series  
(e) COMNAVREGMIDLANTINST 3120.1 Series

Encl: (1) COMNAVREG MIDLANT Staff Standard Organization  
and Regulation Manual (SORM)

1. Purpose. To issue organizational guidance, authority and responsibilities for the operation of the Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) staff organization. References (a) through (e) provide authorizing guidance and direction used to identify and assign duties and responsibilities in enclosure (1).

2. Cancellation. This is a new directive, defining new organizational and functional responsibilities.

3. Applicability. This directive applies to all personnel (military and civilian) directly subordinate to COMNAVREG MIDLANT and assigned, either primary or additional duty, to the COMNAVREG MIDLANT regional staff.

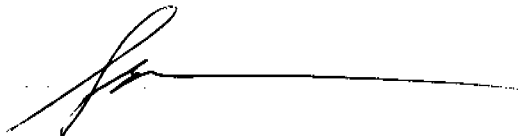
4. Action. This directive is effective upon receipt.

a. All other command and organizational instructions, notices and/or standard operating procedures will be reviewed and revised as necessary to conform to this directive. Additional or supplemental guidance and direction will be provided, as necessary, to augment or fully implement this directive.

06 JUN 2002

b. COMNAVREG MIDLANT staff department heads and special assistants will ensure that all assigned personnel are aware of the letter, spirit and intent of this instruction.

c. COMNAVREG MIDLANT staff department heads and special assistants will inform the Chief of Staff (N01) of any actions/requirements altering information contained in this directive.



S. E. BARKER  
Chief of Staff

Distribution:  
[www.cnrma.navy.mil](http://www.cnrma.navy.mil)

Copy to:  
CINCLANTFLT (N01/N02F/N1/N46)  
COMNAVREG SE  
COMNAVREG NE

06 JUN 2002

# **COMMANDER NAVY REGION, MID-ATLANTIC**



## **STAFF STANDARD ORGANIZATION AND REGULATION MANUAL**

Commander

Navy Region, Mid-Atlantic

6506 Hampton Blvd

Norfolk, VA 23508-1273

0 6 JUN 2002

## TABLE OF CONTENTS

<b>CHAPTER ONE</b>	<b>BACKGROUND AND BASIC ORGANIZATION</b>
101	Background
102	Mission
102.1	Staff Support of Mission
103	Staff Policies
104	Relationships within the Region
105	Internal Staff Organization
106	Staff Standard Organization and Regulation Manual
<b>CHAPTER TWO</b>	<b>REGIONAL COMMAND ORGANIZATION</b>
201	Regional Commander
202	Deputy Commander
203	Chief of Staff
<b>CHAPTER THREE</b>	<b>FLAG PERSONAL STAFF</b>
301	Flag Personal Staff
302	Executive Assistant (002)
303	Flag Aide (003)
304	Flag Writer (00W)
305	Personal Quarters Mess Specialist
<b>CHAPTER FOUR</b>	<b>FLAG SPECIAL ASSISTANTS</b>
401	Flag Special Assistants
402	Regional Command Master Chief (008)
402.1	Career Information Program Assistant (008A)
402.2	Regional Equal Opportunity Assistant (008B)
403	Public Affairs Officer (00PA)
404	Staff Judge Advocate (00L)
405	Regional Chaplain (00G)
406	Inspector General (N01IG)
407	Human Resource Advisor (00HR)
408	Regional Environmental Coordinator (00R)
409	Special Assistant to the Commander for Special Events
410	Regional Comptroller/Director of Business Operations (N02)
<b>CHAPTER FIVE</b>	<b>STAFF DEPARTMENTS</b>
501	Regional Staff Department Heads
502	Management Support Services (N1)
503	Intelligence (N2)
504	Operations/Plans (N3)
505	Logistics (N4)
506	Information Technology/Communications (N6)
<b>CHAPTER SIX</b>	<b>COLLATERAL DUTIES</b>
601	Collateral Duty
602	Collateral Duty Assignment for Mid-Atlantic Region Staff
<b>APPENDIX 1</b>	<b>ORGANIZATION CHART</b>
1-1	COMNAVREG MIDLANT Command Structure

**CHAPTER ONE**  
**BACKGROUND AND BASIC ORGANIZATION**

101. BACKGROUND. Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) is an Echelon III command, subordinate to the Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT). References (a) through (c) provide general guidance and direction regarding command responsibilities for naval commands. Reference (d) contains the approved Mission, Function and Tasks (MFT) assigned to COMNAVREG MIDLANT by CINCLANTFLT. Reference (e) is the Regional Standard Organization and Regulation Manual that defines organizational relationships and responsibilities within the Mid-Atlantic Region.

COMNAVREG MIDLANT is a Flag command, with a Navy Captain (O-6) as Deputy Commander and a Navy Captain (O-6) Chief of Staff. The staff is organized into traditional departments and special assistants, comprised of permanently and temporarily assigned active and reserve military and civilian personnel, who provide advice and technical support to the Regional Commander and who execute specific functions and tasks as assigned.

The COMNAVREG MIDLANT staff organization supports the Regional Commander, Regional Program Managers (PMs) and Installation Commanders (ICs) subordinate to COMNAVREG MIDLANT by providing advice, assistance, and/or service that may cross organizational lines. The staff organization is not limited to administrative or oversight functions, but also provides direct support to functions explicitly part of the Commander's mission.

102. MISSION. Reference (d) defines the COMNAVREG MIDLANT mission as follows:

"To exercise military command and provide primary support over assigned shore organizations; to serve as Regional Area Coordinator; to provide a Base Operating Support (BOS) infrastructure to the operating forces of the Navy, other naval organizations and tenants; to oversee Class I and II land and facilities ensuring their optimum use; to provide guidance and standards for BOS services; to plan, program and budget for resources to support BOS requirements at assigned shore activities; to assess and improve installation management functions, quality of product, services and readiness of assigned shore activities, and perform such other functions and tasks as may be assigned by higher authority."

102.1. STAFF SUPPORT OF MISSION. It is the Regional Commander's intent that COMNAVREG MIDLANT provides top quality

06 JUN 2002

services to the fleet and the Navy and Marine Corps family. In support of this mission, the COMNAVREG MIDLANT staff will:

- a. Exercise Regional Area Coordination (RAC) responsibilities for Navy shore activities within the Mid-Atlantic Region including issuing directives reflecting RAC plans and responsibilities.
- b. Provide continuing appraisal of whole organizations and their functional and support interrelationships to each other, to the fleet, and to personnel of the naval service within the area of regional responsibility.
- c. Translate the Regional Commander's direction into plans, orders and directives.
- d. Prepare plans, schedules and reports in compliance with applicable directives.
- e. Disseminate information and directives to subordinate ICs and PMs rapidly and accurately.
- f. Evaluate and assess the execution of the Regional Commander's directives by subordinate ICs and PMs.
- g. Function as principal advisors to COMNAVREG MIDLANT for the development and improvement of fleet and military community services throughout the Mid-Atlantic Region.
- h. Administer and manage programs and execute functions as assigned.

103. STAFF POLICIES. The Regional Commander's policies, in matters affecting his staff, are:

- a. Official business is to be conducted by official methods.
- b. Within the scope of authority specifically delegated to him, a staff officer acts for the Commander and in his name. The ultimate authority and responsibility, however, remains with the Commander.
- c. The fullest cooperation and coordination between all staff officials, and among staff officials, ICs, PMs and other commands, is expected at all times.
- d. In cases of emergency, Staff officials are to ACT FIRST, then REPORT.
- e. The authority to make criticism or deliver rebuke in the name of the Commander is not delegated to any staff officer, PM or IC.
- f. Denial of an important request or recommendation from, or to, a PM or IC shall be cleared with the Regional Commander.
- g. The Regional Commander shall be kept fully informed of all transactions conducted by staff officials with other commands wherein regional policies or commitments are involved.

0 6 JUN 2002

h. Staff officials are encouraged to recommend to the Chief of Staff any plans or courses of action that they believe will increase the effectiveness of any regional component, including this staff.

i. Officers of this staff are expected to set an example in matters of discipline, military courtesy, and military appearance, and to insist upon strict observance of those requirements in their subordinates.

j. Staff officials are expected to visit ICs and PMs, and witness their operations, as practicable, in order to become familiar with activities in their fields of interest.

k. Effectively completed staff work shall be the aim, endeavor, and duty of all individuals attached to this staff.

l. The major aim of all actions should be to become the regional leader providing top quality services to the fleet and military community.

104. RELATIONSHIPS WITHIN THE REGION. All members of the COMNAVREG MIDLANT organization are to create, foster and preserve a spirit of cooperation and mutual respect. All officials of the staff, the ICs and Regional PMs and their staffs are available for consultation and collaboration, regardless of department or subordinate command assignment. A large percentage of staff-work, directly or indirectly, requires the knowledge and cooperation of members of COMNAVREG MIDLANT other than the official having administrative cognizance. Therefore, mutual assistance, cooperation and exchange of information are required.

a. Staff officials have no inherent authority over subordinate commands, but exercise authority in their areas of cognizance in the name of the Commander in accordance with his policies and directives.

b. No staff official is authorized to issue commendations or censures to any activity or personnel outside the staff. When commendations or censures are warranted, the Commander will take appropriate action. Staff officials should make recommendations to the Commander, via the Chief of Staff, whenever such cases come to their attention.

105. INTERNAL STAFF ORGANIZATION. The staff is organized under the Chief of Staff, into three functional components:

a. Flag Personal Staff: Consists of the Executive Assistant, the Flag Aide, the Flag Writer and the Personal Quarters Mess Specialist.

b. Regional Command Staff: Advisors, technical experts, functional managers, and command staff personnel supporting the Regional Commander, Deputy Commander and Chief of Staff in managing the operations and administration of the Mid-Atlantic Region command structure. Includes those functions, delegated or directed by higher authority, intrinsic to regional flag command

06 JUN 2002

staff operations. The regional command staff includes department heads, administrative support operations, and other personnel assigned to the Mid-Atlantic command staff who directly support the internal management and operations of the staff.

c. Regional Functional Staff: Special advisors, technical experts and program managers providing planning, oversight, recommendations and monitoring the execution of staff and subordinate activity policies and direction. Regional functional staff coordinates activities and advises subordinate commands in the execution and management of specific responsibilities in support of regional direction and objectives.

For purposes of this instruction, the staff duties and responsibilities are divided into the following categories:

- . Regional Command Organization
- . Flag Personal Staff
- . Special Assistants
- . Departments

106. STAFF STANDARD ORGANIZATION AND REGULATION MANUAL. The subsequent chapters of this directive provide the mission, functions, duties, and responsibilities for the COMNAVREG MIDLANT staff organization. Appendix (1) provides organization chart for the COMNAVREG MIDLANT staff organization.



06 JUN 2002

## CHAPTER TWO REGIONAL COMMAND ORGANIZATION

### 201. REGIONAL COMMANDER

a. General Duties. As set forth in reference (a), Chapter 7, the Regional Commander shall be responsible for the satisfactory accomplishment of the mission and duties assigned to his command.

b. Specific Duties. The duties and responsibilities of the Regional Commander are established by reference (a), general orders, customs and traditions. The authority of the Commander is commensurate with his responsibility, subject to the limitations prescribed by law and reference (a). The major elements of the Regional Commander's responsibilities, as defined in reference (d), include:

- . Exercise Military Command of Assigned Installations
- . Senior Officer Present Afloat (SOPA) (Admin)
- . Regional Area Coordinator (RAC)
- . Regional Environmental Coordinator (REC)
- . Regional Planning Agent (RPA)
- . Provide Base Operating Support (BOS) operations in assigned Area of Responsibility (AOR)

c. Organizational Relationships. Responsible to CINCLANTFLT. Flag Officer in command of Mid-Atlantic Region operations. First Flag Officer in the chain of command. Immediate Superior in Command for assigned Installation Commands and functional Program Managers. Regional Area Coordinator for assigned AOR. Reporting Senior for assigned Commanding Officers.

### 202. DEPUTY COMMANDER

a. General Duties. The general duties and responsibilities of the Deputy Commander are outlined in reference (a), general orders, customs and traditions. The Deputy Commander serves as the Regional Commander's personal representative and senior line Captain (O-6) eligible for assumption of command in the flag officer's absence or incapacitation. Assigned ICs report to the Commander via the Deputy Commander.

0 6 JUN 2002

b. Specific Duties. Specific areas of responsibility assigned to the Deputy Commander include:

- (1) Work operational issues with IC.
- (2) Coordinates operational issues that cross or affect multiple installations or the region as a whole.
- (3) Represent and speak for the Regional Commander with higher authority, area commands, federal officials, community (state, local governments) and subordinate commands on issues pertaining to direct support to operational forces, installation/force protection, and execution of operations managed by the Mid-Atlantic Region.
- (4) Provide operations expertise to support Anti-Terrorism/Force Protection (AT/FP) and installation protection issues.
- (5) Act for the Commander in his absence. In operational matters, the authority of the Commander is hereby delegated to the Deputy Commander, except for restrictions noted in this instruction. The Deputy Commander shall act in accordance with established policies of the Commander and shall, except in emergencies, confer with him and learn his wishes before promulgating a change of policy or ordering action contrary to the existing instructions of the Commander. In extremis, he has freedom to act in response to the circumstances and will report to the Commander after taking such action.
- (6) Keep Chief of Staff informed of issues that impact staff operations or Regional PM requirements, management and execution. Coordinates with Chief of Staff to ensure effective interface between staff and operational support requirements.

203. CHIEF OF STAFF

a. General Duties. Is the executor for and the principal assistant to the Commander/Deputy Commander. Responsible to the Commander/Deputy Commander for ensuring that the organization, administration, training, readiness and operations of the command and specified subordinate commands are maintained and carried out according to the policies, plans, and intentions of the Regional Commander.

b. Specific Duties

- (1) Personal Staff member and principal advisor to the Commander/Deputy Commander.
- (2) Effect the operation and administration of the regional command staff. Provide staff oversight and support

0 6 JUN 2002

staff efforts to meet Commander/Deputy Commander's intent. Coordinates staff activities and PM issues.

(3) Assist the Commander, as his direct representative, in coordinating/resolving issues across PM lines to ensure effectiveness of service delivery and support to station, functional commands, tenants, host populations and Navy families within assigned region. Act as the primary action officer for regional staff and program management issues for the Regional Commander.

(4) Recommend to the Regional Commander effective resource distribution across the region.

(5) Act for the Commander/Deputy Commander in their absence. In matters of supervising and regulating the staff, the authority of the Regional Commander is hereby delegated to the Chief of Staff, except for restrictions noted in this instruction. The Chief of Staff shall act in accordance with established policies of the Regional Commander and shall, except in emergencies, confer with him and learn his wishes before promulgating a change of policy or ordering action contrary to the existing instructions of the Regional Commander. In extremis, he has freedom to act in response to the circumstances and will report to the Regional Commander after taking such action.

(6) Establish and maintain essential personal and official liaison with executive/administrative assistants and aides of various Flag and General Officers with whom the Commander is required to associate in official, professional, or social matters. Included in this category are appropriate personnel of senior echelons of other services. A collateral function in similar context is to establish and maintain essential liaison with appropriate assistants of civilian and foreign dignitaries, and with similar personnel of non-military U.S. government agencies.

7. Execute non-judicial punishment (NJP) authority for staff personnel as delegated in writing by the Commander.

8. Provide command and control over Flag personal staff efforts to meet the Commander's intent.

c. Organizational Relationships. Reports to the Commander/Deputy Commander. Keeps the Deputy Commander informed of all activities that may impact installation or operational matters. Responds to the Deputy Commander in support of operational matters. All staff members, including those executing collateral duties, Special Assistants, and PMs report to/via the Chief of Staff.

0 6 JUN 2002

**CHAPTER THREE**  
**FLAG PERSONAL STAFF**

301. FLAG PERSONAL STAFF. The Flag officer in command is authorized a cadre of direct support personnel whose function is to provide smooth and effective professional, personal and administrative support to the flag officer. This staff is contingent upon the grade level and seniority of the flag officer in command and is authorized by reference (a) and existing directives.

302. EXECUTIVE ASSISTANT (CODE 002)

a. General Duties. Serves as the principle administrative assistant to the Commander.

b. Specific Duties

- (1) Serve as the Staff Executive Officer.
- (2) Serve as the Flag Personal Staff Department Head.
- (3) Execute administrative oversight over the Official Representation Funds (ORF) and Purchase Card program for the Flag Office.
- (4) Sign routine correspondence and messages dealing with flag front office matters.
- (5) Liaise with Management Services Officer on matters regarding protocol for special events or official functions.
- (6) Review incoming classified/unclassified correspondence determining interoffice routing.
- (7) Act as Flag Officer liaison for Flag Quarters.
- (8) Coordinate and provide guidance on Officer (O-6 and above) Fitness Reports. Coordinate PM/IC End of Tour personal awards.
- (9) Responsible for tracking of taskers/correspondence initiated by the Regional Commander. Establish and maintain essential liaison with staff personnel on matters of administrative procedures relating to personal and official correspondence.
- (10) Maintain the Regional Commander's, Deputy Commander's and Chief of Staff's executive files.

0 6 JUN 2002

(11) Draft and prepare information briefs and point papers utilizing basic guidance from the Regional Commander, Deputy Commander or Chief of Staff to support Regional Commander's intent.

(12) Establish and maintain essential personal and official liaison with the executive/administrative assistants and aides of various flag and general officers with whom the Commander is required to associate in official, professional, or social duties.

c. Organizational Relationships. Reports directly to the Commander for such duties as assigned. Reports to the Chief of Staff for administrative duties. Supports the Deputy Commander as required, keeping Chief of Staff informed of actions.

303. FLAG AIDE (CODE 003)

a. General Duties. Responsible to the Commander for the scheduling, administrative, travel, official and social commitments, and execution of Official Representation Funds.

b. Specific Duties

(1) Serve as Personal Staff member and advisor to the Regional Commander.

(2) Has overall responsibility for Flag schedule. Coordinate with cognizant staff officials for background and administrative material for all anticipated briefings, travel, conferences, speeches, and official visits, including necessary official correspondence and briefs of persons who will be contacted in professional and social events.

(3) Arrange motor, air and/or boat transportation required by the Regional Commander.

(4) Manage, plan and execute the administration of the ORF for the Regional Commander.

(5) Serve as the Division Officer for front office staff, which includes Flag Writer, Personal Quarters Mess Specialist and other enlisted personnel who may be assigned to the Flag Staff.

(6) Manage enlisted staff assigned to prepare and execute official engagements hosted by the Regional Commander.

(7) Communicate the Regional Commander's desires to PMs, IC, Staff Department Heads, and Command Duty Officer. Establishes and maintains essential personal and official liaison with executive/administrative assistants and Aides of various Flag and General Officers with whom the Regional Commander is

0 6 JUN 2002

required to associate in an official, professional, or social environment.

c. Organizational Relationships. Reports to the Regional Commander for such duties as assigned. Reports to the Chief of Staff for administrative duties. Informs the Executive Assistant of any items relating to the health and welfare of personnel.

304. FLAG WRITER (CODE 00W)

a. General Duties. Assist the Commander/Deputy Commander, Chief of Staff and Executive Assistant in completing personal and official correspondence, information briefs and other assignments to support the Commander in executing his responsibilities.

b. Specific Duties

(1) Execute duties as the Purchase Card holder for the Flag Officer and the Command Master Chief.

(2) Arrange and executes travel reservations for mode of travel and lodging as directed by the Commander, Executive Assistant or Flag Aide. Performs follow-up to ensure completion of travel claims.

(3) Maintain the Commander's calendar of events, and schedules all official and social events.

(4) Prepare all Officer Fitness Reports (0-6 and above) for the Commander's signature and maintains the official files.

(5) Draft, prepare and mail all correspondence, both personal and official, for the Commander's signature. Perform administrative chop on all correspondence for the Commander, Deputy Commander or Chief of Staff's signature.

(6) Maintain the Regional Commander, Deputy Commander and Chief of Staff's executive files.

(7) Maintain the schedule for the Flag Conference Room. Serve as the Staff expert for the use of the Overhead projection System and the Video Teleconferencing equipment.

(8) Execute Bell Ringings for the new residents of Flag Row.

c. Organizational Relationships. Reports to the Commander for such duties as assigned. Reports to the Executive Assistant or the Flag Lieutenant for administrative duties.

305. PERSONAL QUARTERS MESS SPECIALIST

06 JUN 2002

a. General Duties. Assists the Regional Commander in completing personal and official responsibilities by performing such duties as driving of official vehicle for official purposes, performing errands for the flag officer and taking actions necessary to ensure the security of assigned quarters and the upkeep and maintenance of assigned quarters.

b. Specific Duties

(1) Execute refreshments for Flag Fellowship.

(2) Execute official dinner parties, luncheons and receptions for the Commander. Assist with menu selection, purchase, prepare and serve food and beverages.

(3) Cater special official events.

(4) Maintain accountability for silver, china, linens, and other items assigned to the Commander.

(5) Maintenance of military uniforms and military personal equipment.

(6) Perform duties necessary for the upkeep and maintenance of the assigned quarters.

c. Organizational Relationships. Reports directly to the Regional Commander for such duties as assigned. Reports to the Executive Assistant and/or Flag Aide for administrative duties.

0 6 JUN 2002

## CHAPTER FOUR

### FLAG SPECIAL ASSISTANTS

401. FLAG SPECIAL ASSISTANTS. Special Assistants are technical or professional experts who advise the Regional Commander in their areas of expertise. Special assistants represent the Regional Commander in their respective expertise areas, in dealings with higher authority, regional subordinate commands, and federal, state and local agencies at the Regional Commander's direction. They have direct access to the Commander in the performance of their assigned responsibilities, but report through the Chief of Staff for administrative, routine and day-to-day requirements and issues. On all matters, Flag Special Assistants are expected to keep the Chief of Staff fully informed on all issues and to advise the Deputy Commander, as appropriate, depending upon the nature of the issues.

For general operating purposes, the Special Assistant designation applies to the individual holding the titles listed below. For those Special Assistants with support organizations (e.g., Regional Comptroller, Public Affairs, Staff Judge Advocate), their support organizations are integrated internally like staff departments and report accordingly through the Chief of Staff.

#### 402. REGIONAL COMMAND MASTER CHIEF (CODE 008)

a. General Duties. As outlined in reference (b), assists and advises the Commander/Deputy Commander/Chief of Staff on matters pertinent to the welfare and morale of enlisted personnel and their families within the Mid-Atlantic Region. The Regional Command Master Chief (CMC) is a CNO-directed CMC billet.

#### b. Specific Duties

(1) Overall supervision of enlisted personnel attached to the Flag staff.

(2) Take charge of staff enlisted personnel at all formations.

(3) Advise in the preparation of staff enlisted Watch-bills.

(4) Review all special request chits.

(5) Review the enlisted performance evaluations with the department/division Leading Chief Petty Officers (LCPOs) and hold promotion board for E-5/E-6 personnel. In addition, submit recommendations for all E-7/8/9 promotion boards via the Chief of Staff.



0 6 JUN 2002

(6) Conduct Sailor of the Quarter (SOQ) and Sailor of the Year (SOY) boards. Make recommendations to the Regional Commander, via the Chief of Staff, on above awards.

(7) Serve as standing member of the Awards Board.

(8) Ensure all newly reported enlisted personnel are assigned to Indoctrination at the Naval Station and are given a professional development board within 30 days of reporting.

(9) Advise Regional Commander on all regional command enlisted personnel matters pertinent to welfare, job satisfaction, morale, utilization and training.

(10) Provide guidance concerning changes to policy for enlisted personnel. Represent and/or accompany the Regional Commander to official functions, inspections, conferences and community events.

(11) Assist in developing uniform policy for the Mid-Atlantic Region.

(12) Provide for the establishment of Regional Quality of Life Boards to solve problems that require cooperative action between activities. Serve as a member of the Healthcare Consumer Council, Ombudsman Assembly, Quality of Life and NEX/Commissary Advisory Boards.

(13) Host regional CMC training seminar.

(14) Collaborate with staff officials, PMs, and ICs in matters pertinent to the welfare and morale of enlisted personnel and their families.

(15) Represent the Regional Commander on all enlisted matters as a member of the Chief of Naval Operations Senior Enlisted Advisory Panel.

c. Organizational Relationships. Reports directly to the Commander/Deputy Commander, via the Chief of Staff, in the performance of his/her duties. Keeps the Executive Assistant informed of any items relating to the welfare of assigned staff military personnel.

#### 402.1 CAREER INFORMATION PROGRAM ASSISTANT (CODE 008A)

a. General Duties. Command Career Counselor and career information manager. Advises on all matters relating to career information and retention.

b. Specific Duties

1. Organize and manage an effective retention program using established guidelines and directives.

0 6 JUN 2002

2. Organize, train and support the Command Retention Team.

3. Maintain command retention statistics. Ensure Chief of Staff is kept informed on all matters that may affect command retention.

c. Organizational Relationships. Reports directly to the Chief of Staff, via the CMC, in the performance of his/her duties. Keeps the Executive Assistant informed of any items relating to the welfare of assigned staff military personnel.

402.2 REGIONAL EQUAL OPPORTUNITY ASSISTANT (CODE 008B)

a. General Duties. Advisor to the Regional Commander on Equal Opportunity (EO)/Sexual Harassment policies/issues. Keeps Deputy Commander/Chief of Staff/CMC fully informed on all matters within his/her assigned area of responsibility.

b. Specific Duties

1. Region-wide single point of contact for EO/SH concerns.

2. Provides counseling/advice regarding conflict resolution and grievance/redress procedures.

3. Provide Command Managed Equal Opportunity (CMEO) overview and tenant command/area assist visits, as required.

4. Monitor assignment of command EO/SH compliant advocacy representatives.

5. Conduct training and symposiums for area CMEOs. Provide EO/CMEO training and assist Training EO Advisors. Identify/screen EO Advisors.

6. Advisory member of Command Assessment Team (CAT) and Command Training Team (CTT).

7. Monitor EO situation reports as necessary. Review/monitor all command EO investigations with legal and provide assist as necessary. Provide guidance regarding processing of EO/SH complaints.

c. Organizational Relationships. Reports to the Commander/Deputy Commander, via the Chief of Staff, in the performance of his/her duties. Reports administratively to the CMC for routine matters. Keeps the Executive Assistant informed of any items relating to the welfare of assigned staff military personnel.

0 6 JUN 2002

403. PUBLIC AFFAIRS OFFICER (CODE 00PA)

a. General Duties. Advisor to the Commander on public affairs matters. Keeps the Deputy Commander/Chief of Staff advised on his official activities in the public affairs area.

b. Specific Duties

(1) Principal advisor to the Regional Commander for Public Affairs, including all public affairs and public information matters pertaining to media relations, community outreach and internal communications.

(2) Assists, when directed, as Flag Speech Writer.

(3) Coordinate the release of information concerning regional activities, incidents, community outreach functions and responsibilities of the Regional Commander. Closely coordinate with ICs and PMs the release of information concerning high visibility media issues in the region.

(4) Implement internal information program. Includes production of editorial content of the region's civilian enterprise publication, *The Flagship*. Additionally, provide content oversight of the COMNAVREG MIDLANT web page and coordination with the Fleet Hometown News Center. ICs and PMs provide direct input to *The Flagship* for content or information pertaining to their installation/programs.

(5) Issue or coordinate instructions, notices or public affairs guidance, as required, for the region.

(6) Maintain direct liaison with media representatives, make news releases on matters of public interest and act as command spokesman in responding to media queries.

(7) Assume staff and command planning responsibilities for the public affairs aspects of special events, community outreach and activities which could result in media or public attention, including the drafting of public affairs annexes to OPLANS/OPORDs.

(8) Provide public affairs personnel support to ICs' and PMs' public affairs offices during times of crisis or high visibility media interest.

(9) Ensure news media personnel are not permitted access to classified information, irrespective of national or international accreditation. Security of information is always at the source.

(10) Coordinating authority for the release of information on special incidents and accidents involving our personnel.

06 JUN 2002

(11) Coordinate submissions of historical information for each calendar year with all staff officials.

(12) Maintain oversight over the Hampton Roads Naval Museum and USS WISCONSIN ensuring proper conduct of ceremonies, special events and daily operation of the ship.

(13) Maintain liaison with the Navy Chief of Information (CHINFO), CINCLANTFLT Public Affairs Officer, Type Commander (TYCOM) public affairs staffs, civil authorities, and other federal, state or local organizations.

(14) Develop and execute strategic communications plan for the Regional Commander. Identify issues and clarify the Commander's position with community leaders, media and internal audiences in accordance with the strategic plan.

c. Organizational Relationships. Reports to the Commander/Deputy Commander, via the Chief of Staff, in the performance of routine assigned duties. Reports directly to the Regional Commander for matters directly impacting his public image.

404. STAFF JUDGE ADVOCATE (CODE 00L)

a. General Duties. Functions as the principal legal advisor to COMNAVREG MIDLANT. Advises and assists staff members on the legal aspects of matters under their primary cognizance, to accommodate the application of law, doctrine, and national policy to naval operations ashore.

b. Specific Duties

(1) Serve as primary legal advisor to the Commander and provide legal advice to Commander/Deputy Commander, Chief of Staff, COMNAVREG MIDLANT Regional PMs, Staff, and subordinate commanders on administrative, military, and operational law issues, including administrative law, military justice, ethics, legislation, labor and employment law, national security strategy and structure, international agreements, legal bases for military operations, environmental law, operations plans and orders, intelligence aspects of operations, rules of engagement, health care, claims, contracts, fiscal law, civilian protection in military operations, special operations, law of war (including war crimes), legal assistance, human rights, and other tasks as assigned.

(2) Maintain liaison with the Judge Advocate General (JAG), General Counsel of the Navy, CINCLANTFLT Fleet Judge Advocate, TYCOM legal staffs, civil authorities, and other federal, state, or local legal organizations.

0 6 JUN 2002

(3) Coordinate with, as staff sponsor for legal services, the headquarters staff, subordinate commands, resource sponsors, the JAG, and CINCLANTFLT regarding the appropriate use of COMNAVREG MIDLANT legal assets and oversee availability and quality of legal services within subordinate COMNAVREG MIDLANT commands and for individual members.

(4) Serve as Military Justice Coordinator and maintains liaison with the Trial Service Office and with Special Court Martial Convening Authorities within the COMNAVREG MIDLANT AOR.

(5) Serve as primary legal counsel to the Regional Commander in his role as DOD and DON Regional Environmental Coordinator (REC).

(6) Provide legal advice, counsel and services to the commander as designated Federal On-Scene Coordinator (FOSC) and/or Navy On-Scene Coordinator (NOSC) for oil and/or hazardous substance release prevention, planning, reporting, response actions, and investigations.

(7) Augment COMNAVREG MIDLANT legal offices with experienced judge advocates in the event of a crisis, conflict or contingency operation and as needed during peacetime.

(8) Upon request by COMNAVREG MIDLANT (N3), provide experienced operational law judge advocates to man the Regional Operations Command Center 24-hours a day, as required, in the event of a crisis, conflict or contingency operation.

(9) Has general cognizance regarding:

(a) Legal and disciplinary matters, as well as related policy issues arising within the command and subordinate commands.

(b) Enlisted administrative separations, officer boards of inquiry, and transfer/detachment for cause requests.

(c) Investigations convened pursuant to the Manual of the Judge Advocate General of the Navy.

(d) The Legal Assistance Program for the Region staff.

(e) Application of DOD Joint Ethics Regulations and Office of Government Ethics standards of conduct as Ethics Counselor.

(f) Legislation and regulations of interest, including, e.g., environmental, fiscal, personnel, foreign security assistance, mobilization, and Privacy Act/Freedom of Information Act (FOIA) issues.

06 JUN 2002

(g) Matters involving law of armed conflict, ocean, health care, and international law, international agreements, and international negotiations, and rules of engagement, to include providing qualified judge advocates to participate in COMSECONDFLT/USCINCFJCOM operational exercises as practicable.

(h) Continuing legal education/training which will enhance mission-relevant performance of judge advocates assigned to subordinate units.

(10) Provides or assists in providing legal services to lower echelon commands without COMNAVREG MIDLANT judge advocates assigned, and augment or coordinate augmentation of COMNAVREG MIDLANT AOR legal offices to address significant workload backlogs that may compromise the government's legal position or which contravenes substantive rights of individuals.

(11) Coordinates legal Naval Reserve resources assigned to the region, including allocation and supervision of contributory support furnished by Reserve personnel.

c. Organizational Relationships. Reports directly to the Regional Commander for provision of legal advice. In the performance of routine assigned duties, reports to the Commander/Deputy Commander, via the Chief of Staff.

405. REGIONAL CHAPLAIN (CODE 00G)

a. General Duties. Principal religious advisor to the Regional Commander on matters of religion, pastoral care, spiritual readiness, morals, ethics and morale. Coordinates Chaplain, Religious Program Specialist (RP), Religious Ministry (RM) volunteers and contract personnel requirements, utilization, and training. Advises PMs and subordinate commands on religious program infrastructure, policy, planning, and program activities across the region and monitors program execution. Provides pastoral care to the headquarters staff.

b. Specific Duties

(1) Coordinate the provision of RM and facilitates spiritual readiness within and across area-wide command boundaries to ensure that all Naval personnel in the Region have access to religious and pastoral care.

(2) Chair the Area Religious Ministry Coordination Team (ARMCT) to provide cooperative religious ministry and oversee availability and quality of religious services within the area-wide units and for individual members.

(3) Liaise, as staff sponsor for RM services, within the headquarters staff, with subordinate commanders, resource

0 6 JUN 2002

sponsors, claimants, the chief of Chaplains, CINCLANTFLT, and other component chaplains within the region to coordinate COMNAVREG MIDLANT RM assets.

(4) Provide or assist in providing RM services to lower echelon commands without assigned RM staff, and coordinate cooperation and coordination or augmentation of area-wide RM resources to meet requirements.

(5) Coordinate Chaplain/RP Reserve resources, including allocation and supervision of contributory support furnished by Reserve personnel.

(6) Coordinate Total Force RM requirements and execution for mobilization.

(7) Provide technical expertise on religious and morale matters, Religious Offerings Fund, RM policy and performance reports on RM personnel to subordinate commands and their RM staff.

(8) Coordinate professional activities, ceremonies, and training among area Chaplains, RPs, and other enlisted, contractor and volunteer personnel assigned to the RM program.

(9) Provide for continuing professional education/training that will enhance mission-relevant performance of area-wide RM personnel. Hosts professional Development Training events sponsored by CNET for RM personnel.

(10) Coordinate consolidated area chaplain watch bills.

(11) Coordinate chaplain and RP participation in casualty assistance, disaster preparedness and emergency response plans.

(12) Collaborate with regional and civilian relief/assistance agencies to ensure total care for authorized personnel and their families.

(13) Coordinate area Screening Boards for RP applicants, in accordance with MILPERSMAN 1440-010.

(14) Coordinate Navy religious partnering with area civic and religious institutions for ceremonies and activities.

(15) Coordinate Navy's Personnel Exchange Program (PEP) for chaplains in the Mid-Atlantic Region.

(16) Monitor and review regular required reports on subordinate command RM programs and ROF quarterly audits/reports.

0 6 JUN 2002

(17) Provide direct oversight assistance to CREDO and Chaplain Resource Board, which are programmatically responsible to the Chief of Chaplains.

(18) Provide advice on conscientious objection and matters of religious accommodation across the region.

(19) Upon request by COMNAVREG MIDLANT (N3), provides Chaplains and RPs to staff the Regional Operations Command center 24 hours a day, as required, in the event of a crisis, conflict or contingency operation.

(20) Assist the Fleet Commander to support emergent RM requirements.

(21) Coordinate with Fleet, officer/enlisted Community Managers/Detailers/Placement Officers, Chief of Naval Reserve and BUPERS to ensure adequate staffing to meet RM requirements.

c. Organizational Relationships. Reports directly to the Commander for advice on pastoral, religious, morale, ethics, morals and spiritual readiness. Reports via the Chief of Staff, in the performance of routine assigned duties.

406. INSPECTOR GENERAL (N01IG)

a. General Duties. Provides the Regional Commander with an independent, objective investigative and performance review capability for the purpose of promoting and ensuring the economy, efficiency, and integrity of regional programs and operations.

b. Specific Duties

(1) Investigate complaints tasked to COMNAVREG MIDLANT by DOD IG, DON IG, and CINCLANTFLT IG Fraud, Waste and Abuse Hotline reporting systems.

(2) Manage the Regional Hotline Program.

(3) Coordinate investigation and response to Congressional inquiries.

(4) Manage the SECNAV Command Inspection Program for the Mid-Atlantic Region.

(5) Coordinate Navy, CINCLANTFLT inspection visits.

(6) Conduct and coordinates inspections of subordinate commands and PMs.

(7) Provide audit and inspection liaison and follow-up support.



0 6 JUN 2002

(8) Serve as a single point of contact for external audit and investigative agencies in the Mid-Atlantic Region.

(9) Provide regional assessment and coordinator for the Management Control Program.

(10) Serve as the COMNAVREG MIDLANT Command Evaluation Officer providing independent assessments of economy, efficiency and integrity of regional operations through development and execution of a regional review plan.

c. Organizational Relationships. Reports to the Commander/Deputy Commander, via the Chief of Staff, in the performance of routine assigned duties.

407. HUMAN RESOURCES ADVISOR (CODE 00HR)

a. General Duties. Advises the Commander/Deputy Commander, Chief of Staff, ICs and PMs on civilian personnel human resources issues and strategies.

b. Specific Duties. Include:

(1) As Director, Human Resources Office (HRO), Norfolk, provide civilian personnel administration. Provide human resources services to COMNAVREG MIDLANT staff, ICs and PMs.

(2) Provide human resource management analysis support services.

(a) Provide oversight and ensures procedural accuracy and timely execution of the Mid-Atlantic Region Civilian Personal Awards Program.

(b) Publicize training programs and opportunities, assess training needs, and provide training documentation and quota control.

(3) Evaluate and advise on the feasibility of plans or possible courses of action from a personnel standpoint.

(4) Adapt HRO services and programs, as appropriate, to meet changing priorities in organizational development, such as the emphasis on quality-focused management.

c. Organizational Relationships. Reports to the Commander/Deputy Commander, via the Chief of Staff, in the performance of routine assigned duties.

408. REGIONAL ENVIRONMENTAL COORDINATOR (REC) (CODE OOR)

a. General Duties. Principal advisor to the Regional Commander on overarching environmental matters affecting both Navy and Department of Defense (DoD) installations in the Mid-

06 JUN 2002

Atlantic Region 5-state AOR. Serves as the DoD Chesapeake Bay Coordinator.

b. Specific Duties

- (1) Ensure consistent regional Navy installation positions, agreements, permit conditions and responses to regulatory agencies.
- (2) Coordinate regional environmental public affairs and community events as they apply to regional-level environmental matters.
- (3) Serve as the primary Navy interface with regional Federal, state and local regulatory agencies.
- (4) Coordinate the exchange of environmental information among DoD activities.
- (5) Hold regional Navy/DoD command meetings and/or conferences to discuss environmental compliance issues.
- (6) Monitor environmental compliance at regional Navy and DoD installations for negative/positive trends and opportunities for improvement through information exchange.
- (7) Develop regional strategies, tactics and plans of action for specific environmental initiatives.
- (8) Provide support and assistance to facilities dealing with regulatory agencies, as requested.
- (9) Facilitate partnerships between DoD installations, federal, state and local agencies and private entities to promote information sharing and creative problem solving.
- (10) Review, monitor and evaluate proposed state environmental legislation and regulations for potential impact on Navy and DoD operations. Monitor regional, state and local legislative, regulatory and enforcement activities and inform components RECs of developments and lessons learned. After coordination with components RECs and, where necessary, CINCLANTFLT, articulate DoD positions on proposed legislation and regulations to appropriate authorities.
- (11) After coordination with component RECs, provide semi-annual executive summaries of regional coordination activities, success stories and issues to the Chief of Naval Operations via CINCLANTFLT.
- (12) Review NEPA documentation for regional issues and ensure consistency with regional policies.

0 6 JUN 2002

(13) Represent Navy and DoD at annual Chesapeake Bay Program Executive Council meetings and at various federal, regional, state and local meetings related to Chesapeake Bay Program goals and initiatives. Chair Interservice Quality Management Board to coordinate DoD installation participation and implementation of Chesapeake Bay 2000 Agreement to the maximum extent possible.

(14) Identify trends and coordinate multi-service efforts to achieve consistency and efficiency in executing CBP commitments.

(15) Compile, maintain and promulgate all applicable goals and requirements, and coordinate with the Federal Agencies' Committee (FAC), to determine appropriate DoD roles and responsibilities (consistent with mission and budget), planning and implementing appropriate inter-service projects, including monitoring and reporting progress towards meeting all established compliance deadlines.

c. Organizational Relationships. Reports to the Regional Commander, via the Chief of Staff, in the performance of routine assigned functional duties. Reports administratively to the Commanding Officer, Navy Public Works Center, Norfolk/Regional Engineer.

409. SPECIAL ASSISTANT TO THE COMMANDER FOR REGIONAL EVENT OVERSIGHT (CODE 00SE)

a. General Duties. Serve as the Commander's point of contact for Regional Events. Defines requirements for and ensures execution of events for Commander, Navy Region, Mid-Atlantic. Coordinates input and involvement by Public Affairs, Protocol, MWR, Program Managers, Public Safety, and various civilian and military entities, as required, to meet the Commander's intent and ensure the success of the event.

b. Specific Duties

(1) Develop Plan of Action and Milestones (POA&M) for each Regional event and establish tickler to ensure execution of plans for a successful event.

(2) Schedule and provide overall event brief to the Commander on a periodic basis, on a schedule determined by the Commander, for the event. Briefs will involve subject matter experts to address their areas of expertise.

(3) Prepare 5050/5060s for each event defining each subject matter expert's role in the regional event.

06 JUN 2002

(4) Serve as the Regional point of contact for Program Managers and their staffs to answer questions or provide guidance on Commander's intent for event.

(5) Serve as the Regional point of contact for community leaders, state and local officials, official dignitaries, other flag officers, Commanding Officers and/or local organizations such as the Navy League, Festevents, Azalea Festival Committee, etc. to ensure requirements for an event are understood.

(6) Maintain a master schedule of all events and recommends to the Commander which events should be supported and at what level of effort.

410. REGIONAL COMPTROLLER/DIRECTOR OF BUSINESS OPERATIONS (N02)

a. General Duties. Principal advisor to the Regional Commander in obtaining, accounting for, and managing the financial/manpower resources required to execute the regional mission. Advises Regional Commander, Deputy Commander and Chief of Staff on financial/business/manpower matters affecting the region. Provides financial guidance, planning, programming, budgeting, accounting analysis, and other financial services. Serves as single Regional Comptroller and Manpower Resource Manager for Regional Commander, Regional PMs and Regional ICs (less NAS Keflavik). Assists PMs and ICs in developing and documenting requirements and executing resources received. Manages financial and manpower resources for the region. As Director of Business Operations, responsible for ensuring efficient and effective Base Operating Support (BOS) processes and streamlined operations across the region. Represents the Navy, on behalf of the Regional Commander, in the local business community on regional business matters.

b. Specific Duties

(1) Regional Comptroller:

(a) Develop, coordinate and maintain an integrated system of staff service in the financial management area, providing the Regional Commander, PMs and ICs the factual data essential for the effective management and control of resources.

(b) Translate program requirements into a financial plan and formulate budgets.

(c) Compare program performance with the financial plan, analyze variances, and determine where adjustments may be required.

0 6 JUN 2002

- (d) Direct accounting and reporting of resources.
- (e) Exercise internal fiscal review and control as may be deemed appropriate.
- (f) Promote economy and efficiency in performance of programs.
- (g) Provide policy guidance for all financial matters relating to Non-Appropriated Fund (NAF) programs.
- (h) Resource Budgeting: Provide guides and instructions for budget preparation. Review resource requirements and justifications. Compile annual budgets. Recommend distribution of resources and revision as required. Prepare directives and instructions to assure compliance with policies. Analyze variances from plans and work closely with functional experts in recommending remedial action. Recommend areas where resource adjustments and savings may be effected. Submit and defend resource requirements.
- (i) Resource Accounting: Develop guides and criteria for the collection and coordination of statistical data. Develop or operate accounting systems. Maintain required accounting records. Prepares accounting reports.
- (j) Liaison between PMs/ICs and chain of command to resolve financial problems, assess and monitor corrections of deficiencies and implementation of corrective actions. Review budget and POM submissions of PMs/ICs. Submit to higher authority.
- (k) Assist in assessing the adequacy of resources and either program/reprogram existing regional resources to meet mission requirements or provide Flag-level support in obtaining additional resources. Advise CINCLANTFLT (N02F) of recommended redirection of resources within the region.
- (l) Issue PM/IC Operating Targets (OPTARs). Provide liaison for resource requirements, time and attendance, and payroll issues.
- (m) Centrally execute all funding not issued in PM/IC OPTARs.
- (n) Residual fund administrator for CINCLANTFLT closed shore activities.

(2) Regional Business Operations:

- (a) Provide regional oversight and coordination for business development opportunities.
- (b) Represent Navy interests to state, city and county government for commercial development of non-excess underutilized land parcels in the Mid-Atlantic Region.

06 JUN 2002

(c) Coordinate and implement the POM/PR process and other requirements data calls across the region.

(d) Design and implement procedures to evaluate revenue-generating opportunities.

(e) Act for the Regional Commander as the primary interface with the private business community. Responsible for public-private ventures and outsourcing initiatives within the region.

(f) Serve as central office for private sector proposals.

(g) Serve as Credit Union and Banking Liaison Officer.

(h) Serve as Cox Cable TV Administrator.

(i) Serve as single outsourcing office.

(j) Review all functional processes for delivery of BOS by PMs. Responsible for monitoring BOS performance against performance standards developed by the PMs. Responsible for assisting PMs in developing performance metrics to be used to measure program performance.

(k) Assist PM/ICs with process improvement reengineering and planning. Uses DOD Business process reengineering methodology as approved by OSD C3I.

(l) Recommend to the Regional Commander funding priorities, adjustments to the BOS functional program, and processes based on measurement against standards.

(m) Coordinate activities across staff, installation and PM lines to achieve maximum economy and efficiency of operations in implementing Installation Claimant Consolidation (ICC) and regionalization.

(n) Coordinate and execute cross-functional/cross-claimant special projects at the direction of the Commander, Deputy Commander or Chief of Staff (e.g., Task Force Clear Gate, Common Access Card (CAC) implementation).

(o) Directly support the Regional Comptroller in his/her role as Logistics Department Head (N4).

(3) Regional Manpower Resource Management:

0 6 JUN 2002

(a) Perform regional manpower management function for subordinate commands and the regional staff. Serve as Manpower Office for Regional Staff, PMs and ICs.

(b) Perform military manpower resource management: End-strength distribution, billet alignments, manpower document upkeep, reduction management, requirements validation, manning/Temporary Additional Duty (TAD) tasking coordination, periodic billet quality reviews, coordination with higher authority on all manpower issues and implementation of all manpower changes (quality/quantity).

(c) Perform civilian manpower resource management: Regional end-strength distribution, hiring control allocations, reduction management, regional position management, requirements validation, transaction processing of all civilian personnel (civpers) actions, tracking onboard and end-strength utilization, high grade evaluation/management, development of civilian end-strength allocations and requirements for POM/budget.

(d) Provide administrative and analysis support for Support Agreements: Coordinate, prepare/review and staff all reimbursable or cost agreements for staff and subordinates. Review and staff all Memoranda of Agreement/Understanding (MOA/U) involving special support provided to/from the Mid-Atlantic Region to/from other commands or organizations.

(e) Provide organizational analysis and review: Develop, staff, evaluate, recommend and execute all changes to regional organization structures. Coordinate all organizational changes with higher authority; implement approved changes. Responsible for regional and command SORM, as well as staff and subordinate Mission, Functions and Tasks (MFT) statements. Work closely with PMs/ICs to develop and articulate, as well as evaluate and execute, official changes to their organizations.

(f) Provide Strategic Sourcing Studies Manpower Support: Provide all manpower information, CNO data base maintenance and upkeep, and technical manpower analysis and support for Outsourcing/Commercial Activities Program. Recommend study candidates, review study results and implement manpower changes resulting from outsourcing studies.

c. Organizational Relationships. As required by statute and regulation, Regional Comptroller reports directly to the Regional Commander in support of his/her fiduciary responsibilities. Reports to the Commander/Chief of Staff in the performance of routine assigned duties. Provides advice and support to the Deputy Commander to meet his/her operational mission.

0 6 JUN 2002

## CHAPTER FIVE STAFF DEPARTMENTS

501. REGIONAL STAFF DEPARTMENT HEADS. Reference (b), the Navy SORM, outlines the general duties and responsibilities of a department head. In general, the department head is the direct representative of the Regional Commander in all matters pertaining to the department. The department head is responsible for the organization, training, performance, efficiency and economy of operations within the department. Department Heads set objectives, plan and approve workload, set priorities, coordinate personnel, and develop long-range plans for the department. Regional Staff Department Heads are responsible to the Regional Commander, reporting through the Chief of Staff. Department Heads are expected and required to support the Deputy Commander and to keep him/her fully informed of issues and developments that impact or influence the operational issues under the cognizance of the Deputy Commander.

502. MANAGEMENT SUPPORT SERVICES DEPARTMENT (N1)

a. General Duties. Manage the administrative responsibilities of the Regional Commander, including management of prescribed programs and coordinator functions. Advise and coordinate for all levels of management on area coordination, military personnel, correspondence and directives, procurement, publications, printing, Casualty Assistance Calls Officer (CACO), Funeral Honors, Community Service, Protocol, Civilian Leadership Development Program, Upward Mobility Program and other general administrative duties.

b. Specific Duties

(1) Management Support Services: Principal advisor to the Regional Commander, Deputy Commander, Chief of Staff, Staff Department Heads, ICs and PMs on all responsibilities of the department as described above. Serve as the Civilian Leadership Development Program Manager and Upward Mobility Program Manager. Support Services includes:

(a) Regional Awards Coordinator. Determine policy and prepare directives for use by subordinate commands. Train personnel submitting awards for signature by the Commander. Maintain database of awards for statistical information. Coordinate Staff Awards Ceremonies. Coordinate events recognition for regional campaigns or events. Serve as the regional expert on Military Cash Awards program (MILCAP) and Civilian Beneficial Suggestions Program.

(b) Manage the administrative responsibilities of the Regional Commander, including the management of prescribed



0 6 JUN 2002

programs and coordinator of functions. Publish regional policy on procedures relating to correspondence, reports management, and directives. Maintain central files and mail service function for the command. Ensure timely response and efficient review, response and/or endorsement of all correspondence and reports originating from subordinate and higher echelon activities. Publish policy and procedures on tracking of action correspondence for staff, ICs and PMs. Publish policy on procedures for Regional Directives.

(c) Monitor and implement Command Security program involving personnel and information including developing procedures and staff policy, managing classified material security functions to ensure consistency with Navy and DOD policy, controlling/monitoring classified material inventory, managing clearances/investigations for the staff, and monitoring and providing a continuous evaluation program.

(d) Prepare fitness reports and evaluations for Commander/Deputy Commander, Chief of Staff, and department Head signature. Serve as the Personnel Support Activity's Pass Liaison Representative and Limited Duty Coordinator for the staff. Responsible for the daily tracking of military personnel and serve as the ITEMPO Tracking Point for the Commander's staff.

(e) Administer Staff Purchase Card Program, establishing and maintaining Cardholder and Approving official accounts. Provide guidance and training to staff personnel on purchase card use and electronic certification. Review accounts and record to ensure compliance.

(f) Provide procurement services to staff departments for requirements above credit card limit available on GSA/IDIQ contracts. Review all procurement requests for correct verbage and documentation. Provide requisitioning services through the Supply System. Administers copier program for the staff.

(g) Administer and maintain staff property via the Defense Property Accounting System (DPAS).

(h) Serve as the HRO/HRSC East liaison for the Commander's staff, publication liaison and office mail manager.

(i) Serve as the primary liaison officer with the Regional Engineer for all matters relating to general operations and maintenance of spaces. When required, serve as the primary action officer for set-up of new or short-term requirements for special events or projects.

(2) Protocol: Responsible for all matters involving protocol for the Commander to include invitations, RSVPs, guests list, overall Regional data base for dignitaries, both military

06 JUN 2002

and civilian. Provide guidance and expertise to PMs on all Protocol matters.

(3) Regional Casualty Assistance Calls Officer: Develop plans, procedures and practices for required notification of next of kin, family support, and provision of funeral honors. Administer, manage and execute Funeral Honors functions within the Mid-Atlantic Region, which includes Virginia, West Virginia, Maryland, Delaware, and Pennsylvania. Coordinate and manage program to meet higher authority directed requirements. Train, assist, coordinate, and assign CACO personnel within the Mid-Atlantic Region. Develop contingency plans for handling CACO functions during major disasters.

(4) Funeral Honors: Manage the Funeral Honor Guard for the Mid-Atlantic Region from resources provided by the PMs. Coordinate and direct all Funeral Honors support duties. Administer, manage and execute Funeral Honors functions within the Mid-Atlantic Region, which includes Virginia, West Virginia, Maryland, Delaware, Pennsylvania and the country of Iceland.

(5) Regional Community Service: Serve as the Navy point of contact for community out-reach initiatives, including Personal Excellence Partnership Program for units based within the Mid-Atlantic Region. Responsible for partnership development, monitoring, and program recruitment. Coordinate regional community service awards program.

(6) Reserve Liaison Officer (RL0)/Local Area Coordinator for Mobilization (LACMOB)/Staff Military Personnel Officer: Support the Commander in his/her responsibilities as LACMOB. Responsible for command of assigned staff active and reserve personnel during mobilization/demobilization processing. Provide liaison and area coordination of activities to support Navy Mobilization Processing Site (NMPS). Provide Naval Reserves Mutual Support, including annual requests for Active Duty for Special Work (ADSW), Annual Training (Special) (AT) and Active Duty for Training (ADT) and management of allocated ADSW, AT and ADT days. Serve as staff military personnel officer, supporting the Chief of Staff and staff department heads as required in working manning/personnel issues for the regional command staff.

c. Organizational Relationships. Reports to the Regional Commander, via the Chief of Staff, in the performance of routine assigned duties. Provides advice and support to the Deputy Commander to meet his/her operational mission.

#### 503. INTELLIGENCE DEPARTMENT (N2)

a. General Duties. Serve as the primary intelligence advisor to the Regional Commander. Provide intelligence support, analysis and expertise to the Regional Commander, Deputy

06 JUN 2002

Commander, Chief of Staff, Regional PMs/ICs by maintaining comprehensive, current and accurate intelligence to support decision-making, situational awareness, threat warning and AT/FP activities in the Mid-Atlantic Region.

b. Specific Duties

(1) Coordinate and oversee regional intelligence reporting. Ensure consolidation and timely dissemination of information pertaining to terrorist threats involving DoD personnel and assets in the Mid-Atlantic Region.

(a) Collect and maintain classified files of all incoming information of intelligence value from various national, fleet, regional, local and command collection sources and be familiar with its contents.

(b) Inform the Regional Commander, Deputy Commander and Chief of Staff of intelligence materials held and of requirements for additional material (e.g., maps, charts, publications).

(c) Provide secure stowage of classified intelligence materials following OPNAVINST 5510.36 (series) and other applicable directives.

(2) Provide written and oral reports, briefings, analyses and presentations to highlight, identify, inform and disseminate intelligence information and assessments.

(3) Coordinate with subordinate commanders and CINCLANTFLT to create an accurate picture of critical vulnerabilities, to promote optimization of regional resources and efforts to support AT/FP measures, based on intelligence forecasts and assessments.

(4) Maintain liaison with national/theater intelligence organizations and NCIS to obtain tailored intelligence support and requests for information from other federal, state, and local law enforcement agencies.

(5) Gather and coordinate law enforcement intelligence data to aid in force protection planning. Maintain information and data files necessary to provide information on intelligence matters.

(6) Support the development and implementation of AT/FP policies and requirements through dissemination of timely and accurate situational information obtained from official sources. Provide support and guidance to exercise planners.

c. Organizational Relationships. Reports to the Commander/Deputy Commander, via the Chief of Staff, in the performance of routine assigned duties. Owing to operational

06 JUN 2002

impact of mission, keeps Deputy Commander fully informed of issues or requirements affecting regional installation requirements and operations.

504. OPERATIONS/PLANS DEPARTMENT (N3)

a. General Duties. Support COMNAVREG MIDLANT in executing assigned responsibilities as Navy Regional Planning Agent (RPA), Navy On-Scene Coordinator (NOSC), Service Craft and Boat Accounting Report (SABAR) board authority, and Senior Officer Present Afloat (Administrative) (SOPA (ADMIN)), Hampton Roads. Supports the Commander/Deputy Commander in the execution of the Anti-Terrorism/Force Protection (AT/FP) Mission.

b. Specific Duties

(1) Support the Regional Commander in his duties as Naval Regional Planning Agent (RPA) for Mid-Atlantic Region.

(a) Act as Navy's regional spokesman with state, regional and local agencies and governments on all planning issues in the Mid-Atlantic Region; participate on regional planning committees and provide Navy positions; coordinate with all affected activities in developing and fostering area-wide positions on regional planning issues. Plan and administer Navy Emergency Preparedness Liaison Officer (NEPLO) Program.

(b) Plan, develop and administer a Regional Emergency Preparedness Program to include destructive weather plans and exercises. Plan and execute hurricane preparedness reaction and recovery program.

(c) Advise the Commander/Deputy Commander on setting storm and hurricane conditions for specified area. Publish procedures to prepare for destructive weather in the area of responsibility. Set destructive weather conditions.

(d) Coordinate DON regional response to requests for assistance under all civil emergencies as directed by CINCLANTFLT. Assign responsibilities and provides guidance to NEPLOs.

(e) Coordinate regional support for Military Support to Civil Authority (MSCA).

(f) Support the Regional Commander in his role as Navy On-Scene Coordinator (NOSC) for the Mid-Atlantic Region.

(g) Coordinate Navy Oil and Hazardous Substance (OHS) pollution contingency planning and direct Navy OHS

06 JUN 2002

pollution response efforts within the assigned shore-side boundaries to include seaward areas out to 12 nautical miles.

(h) Establish and oversee regional Spill Response Team to include conducting required training exercises.

(i) Develop and maintain Regional NOSC plan.

(j) Act as Navy spokesman for environmental emergency response issues to include maintaining liaison with Regional Response Teams and Area Committees.

(k) Review and evaluate investigations to identify opportunities for improvement.

(l) Support the Regional Commander in providing Nuclear Service Response Task Force (RTF) coordination. Support the on-scene Commander and Nuclear Weapons Accident Coordinator to direct, administer, and oversee the training of NSRF. Provide liaison with civil authorities and the Joint Nuclear Accident Coordinating Center.

(m) Support the Regional Commander as SOPA (ADMIN) for Hampton Roads. Maintain close collaboration and effective communication with SOPA.

(n) Provide regional coordination for visits of foreign naval vessels to U.S. ports or Navy-controlled ports; assist with visits of U.S. Navy vessels visiting non-Navy ports in Virginia, Maryland, Delaware and Pennsylvania.

(o) Provide regional (Hampton Roads Area) coordination for "Open Skies" Treaty, which obligates 25 signatory countries to accept mutual over-flights of their national territory. Liaises with Federal Aviation Administration (FAA) as required.

(p) Support the Regional Commander in his responsibilities as Service Craft Material Inspection program (SCMIP) Board Authority.

(q) Coordinate the requirements of OPNAVINST 4780.6 (Series) (POLICY FOR ADMINISTERING SERVICE CRAFT AND BOATS IN THE U.S. NAVY) and PEOEXWINST 4780.1 (Series) (PROCEDURES FOR ADMINISTERING SERVICE CRAFT AND BOATS IN THE U.S. NAVY).

(r) Act as the Material Inspection Board Senior member. Coordinate material inspections of service craft and equipment.

(s) Assist PREINSURV during periodic reviews and board authority's SCIMP.

06 JUN 2002

(2) Support the Commander/Deputy Commander in the development and implementation of AT/FP policies and requirements.

(a) Develop Regional AT/FP policy/procedures guidance.

(b) Coordinate with Public Safety PM and ICs to insure that AT/FP plans comply with established policy and procedures.

(c) Coordinate and consolidate Regional AT/FP requirements.

(d) Interface with DoD and federal, state and local agencies, as required, to ensure the proper execution of the AT/FP mission.

(e) Develop and coordinate regional exercises, as required, to ensure proper team/functional training of assigned personnel.

(3) Establish Regional Operations Center (ROC) and develop procedures for command post operations.

c. Organizational Relationships. Reports to the Regional Commander, via the Chief of Staff, in the performance of routine assigned duties. Reports directly to the Deputy Commander on operational mission and installation operations issues, keeping Chief of Staff fully informed of issues and requirements.

#### 505. LOGISTICS DEPARTMENT (N4)

a. General Duties. Act as single staff point of contact for coordinating and integrating logistics issue on behalf of the Regional Commander. Emphasis is on cross-program issues and integration of effort across multiple installations and/or programs. The Regional Comptroller/Business Officer will be assigned as the N4 for reporting purposes. He/she will be assisted by an N4A designated from the Regional Business Office.

#### b. Specific Duties

(1) Act as staff coordinator of cross-functional, program or multiple-installation projects or issues.

(2) Depending upon the cross-functional issue or project, ensure logistic requirements (supplies, transportation, facilities, equipment, resources, et al) are identified and met.

06 JUN 2002

(3) Represent the regional staff and/or the Regional Commander, Deputy Commander or Chief of Staff in resolving cross-functional issues.

(4) Identify appropriate parties to participate and work on cross-functional issues and advise Regional Commander or lead installation/PM of interested parties.

(5) If not lead on projects: Act as team/project member, providing direct support and assistance to coordinate logistics in support of lead installation or PM.

c. Organizational Relationships. Reports to the Commander/Deputy Commander, via the Chief of Staff, in the performance of routine assigned duties. Owing to operational impact of mission, keeps Deputy Commander fully informed of issues or requirements affecting regional installation requirements and operations.

506. INFORMATION TECHNOLOGY/COMMUNICATIONS DEPARTMENT (N6)

a. General Duties. Act as senior staff Information Technology (IT) and Communications representative supporting and representing the Regional Commander on issues relating to regional management of computer systems, web-site usage, and communications. IT includes telephones, cell phones, pagers, facsimile machines, computers, computer networks and radios. Position provides direct technical and administrative support to the Regional Commander and his/her staff.

b. Specific Duties

(1) Information Technology

(a) Serve as the central Information Systems (IS) and IT coordinator for the COMNAVREG MIDLANT staff. Provide analysis and support to the Regional Commander, Chief of Staff, headquarters staff and subordinates activities in planning, developing, budgeting, reporting and managing IS and IT. Serve as primary staff liaison for the Regional Information Technology Program Manager (PMIT) for regional headquarters IS and IT matters.

(b) Coordinate regional staff communications program and initiatives. Ensures regional programs comply with IT/IS policy and procedures and conform to the comprehensive regional communications program established by PMIT. Provide advice and technical support for the integration and development of region-wide communications program.

(c) Manage and oversee the assigned command Public Outreach Web sites from a technical perspective and is responsible for ensuring its performance, security, connectivity, design, and data content. Support development of region-wide

0 6 JUN 2002

policies and practices for Web architectures, standards and operating requirements. Coordinate with the regional Public Affairs Officer and his staff for the content of the website to ensure regional website conforms to DoD and Navy public information dissemination policies.

(d) Responsible for the coordination of COMNAVREG MIDLANT IS and IT budget submissions, unfunded requirements, impact statements and POM issue papers which have an IT/IS component, including Land Mobile Radios (LMR), and staff message traffic communications. Analyze data from existing and planned COMNAVREG MIDLANT and subordinate activities IS, IT, LMR and message traffic communications to provide regional perspective for budget and POM submissions.

(2) Communications

(a) Establish a communications plan compatible with other service, federal and state organizations' emergency management plans. Provide coordination and management of the regional LMR system. Develop and maintain fixed site LMR infrastructure modernization plan. Maintain configuration management of regional LMR system hardware and software. Submit electromagnetic spectrum requests through the proper channels to support the expansion of the regional LMR system.

(b) Support the staff in communications-related matters: Manage incoming/outgoing message traffic processing; provide communications support for the FFSF (COMNAVREG MIDLANT/CLF Comptroller Office site location); and provide technical expertise in the planning, development and implementation of command communications systems.

(c) Function as the Electronic Key Management System (EKMS) Custodian. Provide cryptographic support to COMNAVREG MIDLANT, HRO Norfolk, NAVMEDCEN Portsmouth, PWC Norfolk, NAVSTA Norfolk and NAVPHIBASE Little Creek. Serve as the ISIC EKMS inspector for subordinate commands. Serve as the technical expert and designated User Representative for STU-III installation, use, planning, instrument management, key management and security.

(d) Provide technical advice, support, guidance and coordination to subordinate commands and tenants' communications systems, communications security (COMSEC) and operational security (OPSEC) programs. Act as chairman of the OPSEC Control Group. Maintain Distributed Plain Language Address Verification System (DPVA) database. Maintain Address Indicator Group (AIG)/Collective Address Designation (CAD) data.



0 6 JUN 2002

c. Organizational Relationships. Reports to the Commander, via the Chief of Staff, in the performance of routine assigned duties. Owing to operational impact of mission, keeps Deputy Commander fully informed of issues or requirements affecting regional installation requirements and operations.

0 6 JUN 2002

## CHAPTER SIX COLLATERAL DUTIES

601. COLLATERAL DUTY. Collateral duties are additional responsibilities, above and beyond normal billet/position assignments, assigned to regional staff personnel (officer, enlisted or civilian) as appropriate to ensure the effective administration and operations of the command. Collateral duty assignments are made at the direction of the Regional Commander. Collateral duty assignments will be made in writing and designees assigned by name. Specific duties and responsibilities are normally provided via separate detailed instructions or directives.

602. COLLATERAL DUTY ASSIGNMENTS FOR MID-ATLANTIC REGION STAFF. The following collateral duties are assigned to the staff as appropriate:

a. Casualty Assistance Call Officer (CACO): Serve as the Navy's representative to the next of kin for a sailor who dies on active duty and is a member of the COMNAVREG MIDLANT staff.

b. Combined Federal Campaign (CFC) Staff Coordinator: Ensure 100% contact is made with all COMNAVREG MIDLANT staff members. Distributes information, provides reports as necessary to higher authority, collects CFC donations and provides documentation for contributors.

c. Command Duty Officer (CDO)/Regional Watch Officer (RWO): Keep the Regional Commander, Deputy Commander, Chief of Staff, Senior Watch officer, and other appropriate staff officers advised as required of conditions. As a representative of the Regional Commander, provide assistance, guidance and information required by the commands, individuals, or the civilian community. The CDO will be guided in his specific duties as delineated in applicable instructions.

d. Command Financial Specialist (CFS): Assist military personnel with basic financial planning and management of checking accounts, credit and debt. Provide counseling and referrals.

e. Command Managed Equal Opportunity (CMEO): Promulgate Navy policy on Equal Opportunity including communication, training, command assessment, identification of areas of concern and management of EO related issues. Assist Regional Commander in maintaining a positive command climate to improve mission readiness and enhance mission effectiveness.

f. Drug and Alcohol Program Advisor (DAPA): Advise the Chief of Staff of the drug and alcohol abuse program. Conduct

0 6 JUN 2002

onboard screenings of identified drug and alcohol abusers to determine severity of their problem, amenability to assistance and provide inputs to prognosis of successful program completion. Conduct Level I drug and alcohol prevention education program for the command and monitor members who return from Level II and III programs. Serve as the command self-referral procedure agent.

g. Equal Employment Opportunity Officer (EEOO): Act as Equal Opportunity Advisor (EOA) to the Regional Commander and provide Equal Opportunity (EO) training, mediation, and assistance to 12 COMNAVREG MIDLANT subordinate commands. Track formal EO complaints from regional EOAs and CMEOs.

h. Exceptional Family Member Program (EFMP) Staff POC: Ensure that all hands are aware of EFMP policies and enrollment requirements. Coordinate with housing, medical and other entities to ensure service members' EFM needs are met. Provide quarterly report to N01 of staff EFM cases and needs requirements and issues requiring resolution.

i. Family Advocacy Program (FAP) Staff POC: Receive the initial case intake information from FAP office and coordinate required actions and reporting. Represent command's interest.

j. General Military Training (GMT): Coordinate and implement the General Military Training Program for the staff as required by SECNAV/OPNAV policies and instructions.

k. Human Immunodeficiency Virus (HIV) Coordinator: Coordinate and manage the HIV Program guidelines for HIV positive personnel assigned to the command.

l. Navy/Marine Corps Relief Society Campaign Coordinator: Ensure 100% contact is made with all COMNAVREG MIDLANT staff members. Distributes information, provides reports as necessary to higher authority, collects donations and provides documentation for contributors.

m. Assembly Chair, Ombudsman Council (Hampton Roads Area): The Assembly Chair provides support and information to area Ombudsmen and works with the CMC to provide input on regional policies and programs.

n. Physical Fitness Coordinator: Plan, organize and administer the command's implementation of the Navy's Physical Readiness Program (PRP). Specific requirements and direction provided by amplifying CNO and SECNAV instructions and policy.

o. Physical Security/Force Protection Officer: Assist the Security Officer in determining the adequacy of the command Physical Security and Antiterrorism program and identifying those areas in which improved physical security and antiterrorism measures are required. The Physical Security/Force protection

0 6 JUN 2002

Officer will be guided in his specific duties as delineated in OPNAVINST 5530.14 (series) and other applicable instructions.

p. Security Officer: Responsible for planning, implementing, enforcing and supervising the security programs of the command.

q. Senior Watch Officer: Supervise the overall conduct of the Command Duty Officer watch. Ensure that newly reporting personnel hold appropriate clearance and are properly indoctrinated/qualified in watch-standing procedures prior to assuming the watch.

r. Sexual Assault Victim Intervention (SAVI) Representative: Coordinate required training, assist victims, and manage the advocate program.

s. Top Secret Control Officer (TSCO): Responsible under the Security Manager for the receipt, custody, accounting for and distribution of Top Secret information within the command, and its transmission outside the command except material distributed by the Communications Security Material (CMS)/Electronic Key Management (EKMS) systems.

t. Urinalysis Coordinator: Liaise with Naval Support Activity (NAVSUPPACT), Norfolk Urinalysis Coordinator for the conduct of the Urinalysis Program. Inform staff members who have been designated to provide a urinalysis. Maintain appropriate records and staff urinalysis data base/status.

u. Victim and Witness Assistance Program (VWAP): Ensures that command VWAP coordinators within the Mid-Atlantic Region are adequately trained in the Navy's VWAP. Also serves as the point of contact for any command members who find themselves the victim of a crime.

v. Voting Assistance Officer (VAO): Responsible for providing accurate, non-partisan voting information and assistance to those members of the command attempting to exercise their Constitutional right to vote. In addition to assistance with local elections, the VAO serves as the command point of contact for absentee ballot and election dates in other states in which military members may vote.

w. Watchbill Coordinator: Assist the Senior Watch Officer in the management of the watch organization and conduct.



# COMNAVREG MIDLANT

## Staff Organization

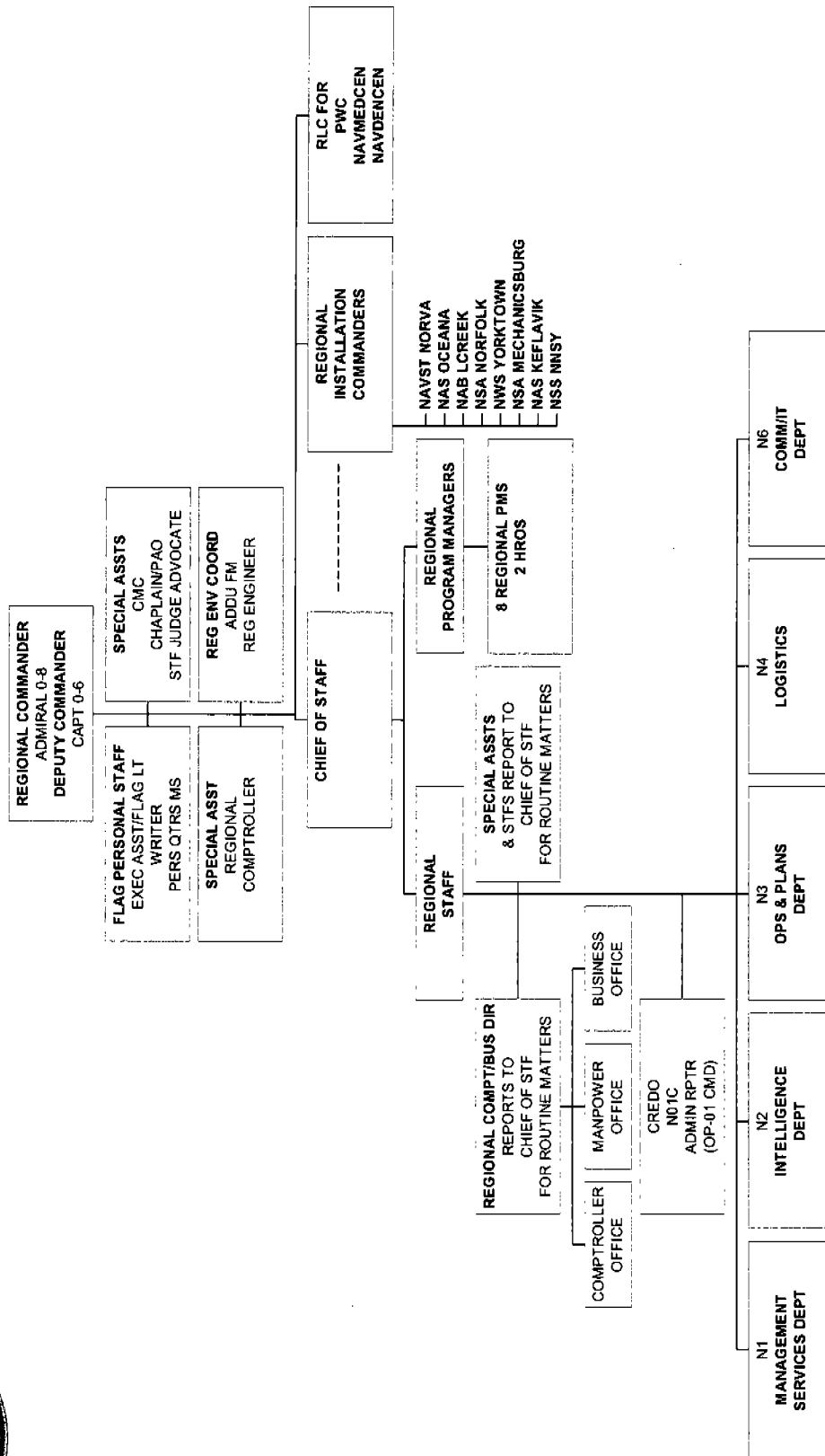
0 6 JUN 2002

Appendix (1)



# COMNAVREG MIDLANT

## Staff Organization



0 6 JUN 2002